



OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES

SUMMARY OF CHANGES

Tow training requirement
Required equipment in all COV
WEX usage
Vehicle Usage and Data Reporting

CAPR 77-1, dated 26 December 2012, including Change 1, dated 13 March 2013, is supplemented as follows:

1.5 Added. Tow Driver Requirements

- h. Unit Transportation Officers are responsible for training their squadron's driver on all required COV paperwork, operation, and required documentation for fueling/maintenance.
- i. Towing qualification require special course completion and sign off. Only designated individuals are allowed to approve towing qualifications

2-1. Added. Safety Equipment in COVs

- d. In addition to the daily safety check of COV's specified in para 2-1a, vehicle operators will also verify the presence and completeness of the safety equipment listed below, and will notify the vehicle manager of any missing items or items needing replenishment:
 - (1) 5 to 8 gallon water container
 - (2) Heavy-duty nylon rope (minimum 25 feet)
 - (3) Jumper cables
 - (4) Non-folding short handled shovel
 - (5) Vehicle tow rope or tow strap
 - (6) Ground team, M-3 military style first aid kit. Contents are inventoried and inspected regularly as required per CAPR 77-1. Units are responsible to replenish any materials that need replacement

3-1 Added. COV Maintenance

- c. All NV Wing COVs will be maintained in accordance with the manufacturer's recommended schedule for recurring maintenance best suited to Nevada's driving conditions.
- d. All non-routine maintenance requires a written estimate before any work can be accomplished; otherwise, the unit in custody of the COV will be responsible for all charges.
- e. All routine maintenance/servicing will be performed twice a year, in February and August. The only exception will be for the COVs equipped with manufacturer automatic oil change indicator systems. No written estimate is required for basic required servicing as long as the total charges do not exceed \$500.00 as described below.
- f. Each vehicle within the Wing is provided a Western Express (WEX) company card to be used for minor maintenance. National Headquarters pays these expenses directly, eliminating out of pocket expenses and member reimbursements. Each card will be numbered with the vehicle number and assigned to an individual. These cards are vehicle specific and are not allowed to be used on any other COV nor used for any POV. Allowable expenditures include routine oil changes, wiper blades, batteries, state inspections, etc. The vehicle maintenance card may not be used for any other type of unauthorized expenditure, even if the intent of the individual is to repay the organization.
- g. Car washing and waxing charges are not authorized on the WEX card and are not covered under the minor maintenance program, .
- h. Monthly expenditures will be limited to \$500 per card and individual transactions will be limited to \$1000 per month and \$200.00 each for tires. Major vehicle maintenance and any maintenance or servicing over the \$500.00 limit must be preapproved by the Nevada Wing Transportation Officer (LGT) by submitting a written estimate.
- i. Not all vendors accept the WEX card so it is best to check with a vendor prior to service. A list of vendors accepting WEX cards is at: <http://www.wexinc.com/wexTlocations>.
- j. Prospective vendors may go online and receive more information or register to accept the WEX card <http://www.wexinc.com/AcceptingTlocationsTrequestTmoreTinformation>.
- k. If the Vendor cannot run the WEX card as a debit type transaction. Have the vendor call 1-800-438-9140 and run the card as a onetime Master Card charge.
- l. Detailed/itemized invoices must be submitted to the Wing Administrator or another staff member assigned by the Wing Commander within 5 days of each transaction. Cash register receipts showing only the amount charged is not sufficient and it is the responsibility of the individual to use a facility that will provide a detailed invoice.
- m. All receipts must be itemized. Vehicle identification numbers, odometer, mission numbers, the purpose of the expense and any other identifying information must be noted on each receipt as necessary to facilitate the categorization of these expenditures.

- n. Any credit card or WEX card that is lost or stolen must be reported immediately to the Wing Commander and Wing Administrator. Abuse of any wing credit card or WEX maintenance card may result in disciplinary action including but not limited to revocation of the individual's CAP driver's license and/or financial repayment by the member.

3-6 Added. WEX Card Usage for COVs

- a. Nevada Wing utilizes the WEX company for all vehicle fueling and approved maintenance paid on job completion to the vendor. WEX is then paid directly by NHQ. These cards are vehicle specific and are not allowed to be used on any other COV nor used for any POV. The following procedures apply to all Nevada Wing units with assigned corporate vehicles (COV) during both USAF missions and wing/unit activities.
- b. Whenever possible, the lowest cost fuel will be selected.
- c. The process at the pump will be:
 - 1. Using the WEX website determine a gas station that accepts the WEX card.
 - 2. Swipe the WEX card.
 - 3. Enter the driver's ID (card specific pin number).
 - 4. When prompted for "odometer mileage" on USAF missions:
 - i. Input the last digits from the mission's number. (Example, for mission number 16-T-1234, enter 1234).
 - ii. Obtain the receipt when fueling is complete. A detailed, legible receipt is required. Write the mission and sortie number on the receipt the same as for A/C fuel.
 - iii. When debriefing the mission in WMIRS, enter the fuel details (as normal). Select the "WEX" button and upload the receipt
 - 5. When prompted for "odometer mileage" on corporate use:
 - i. Input the vehicle number (Example, 27074)
 - ii. Obtain the receipt when fueling is complete and write the activity purpose clearly on it. Scan and send the receipt to the Wing Administrator.
 - iii. NVWG will bill each Unit for their monthly fuel expenses based on their pump entries as listed above.

5-1 Added. Vehicle Time and Usage Data

- a. Unit Transportation Officers are required to upload all required documentation to ORMS and submit all required documentation to the Wing Transportation Officer by the 5th of each month.

- b. Ensure all itemized maintenance receipt copies are submitted within 5 days of each transaction. A copy is to be placed in each Vehicle Information File (VIF).
- c. Ensure COV is cleaned (inside and out) monthly and waxed once a year. Note the date on page 2 of the CAPF 73 under additional comments.
- d. Complete or assist in completing the Monthly Inspection worksheet on time.


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Certified 16 May 2016, Lt Col Shawn Brewer, NVWG LGT

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Comments: N/A

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